



# Haryana Government Gazette

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No. 25-2021] CHANDIGARH, TUESDAY, JUNE 22, 2021 (ASADHA 1, 1943 SAKA)

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## PART – I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### PUBLIC WORKS (BUILDINGS AND ROADS) DEPARTMENT

#### Notification

The 10th June, 2021

#### **ONLINE TRANSFER POLICY IN THE CADRE OF CLERKS IN SUBORDINATE OFFICES OF PUBLIC WORKS (BUILDINGS & ROADS) DEPARTMENT, HARYANA UNDER THE CONTROL OF SUPERINTENDING ENGINEERING, AMBALA UNIT.**

**No. 04/101/2020-4B&R(W).**— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy for the Government employees:—

**1. Vision:**

To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the department.

**2. Application:**

This policy shall be applicable to Clerks in subordinate offices under the control of Ambala Unit working on regular basis, on promotion whether on regular basis or ad-hoc or Current Duty Charge or on return from deputation, in the field offices the cadre strength of which is 300 sanctioned posts or above.

**3. Definitions:**

In this policy, unless there be anything repugnant in the subject or context;

- (a) **‘Blocked posts’** means the vacancies of a cadre, which are kept unfilled at any given point of time due to rationalization of available manpower in the department.
- (b) **‘Employees of Special Category’** means the blind employees or the differently abled employees or their child(ren) and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from Diseases of Debilitating disorder;
- (c) **‘Prescribed Tenure’** means the tenure of appointment for a period of 3 years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in Sub Division / Division / Circle in a Zone on 31st March of the calendar year of transfer shall be counted. The period of appointment by temporary transfer or otherwise shall not be taken into consideration for this purpose. However, an employee may participate in the transfer drive subject to completion of

minimum 3 years service in Sub Division or Division or Circle in a zone. Each civil circle will be considered as a separate zone. List of offices under the control in a zone is attached as Annexure 'A'.

- (d) **'Qualifying date' for the purpose of calculation of vacant post(s)** shall be the 31st March of the calendar year of transfer;
- (e) **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
- (f) **'Transfer'** means posting/ appointment from group of offices under the control of one Zone to another on or before completion of prescribed tenure in the office of Sub Divisional / Divisional / Circle in a Zone;
- (g) **'Vacant Post for transfer'** means
  - (i) a post not occupied by any employee;
  - (ii) a post presently occupied by an employee for a period of 3 years or more;
  - (iii) a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;

**Note 1** – Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.

**Note 2** – The post against which an employee has been posted / transferred on compulsion of administrative reasons or litigational nature shall also not be included in the vacant posts for transfer.

**Note 3** – Superintending Engineer Ambala (being Unit-Incharge) shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders, depending upon input from stakeholders, such list may be amended if required.
- (h) **'Zone'** means each civil circle (i.e. circle office, Divisional offices and Sub Divisional offices under its jurisdiction) will be considered as a separate Zone. A list of zone is attached as Annexure 'A'. An area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone to another under this policy;

#### 4. General Principal :

- (i) **Time Schedule for online transfers:**
  - (a) General online transfer will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
  - (b) The online process will be completed upto 15th April and implemented after 15th April or as per exigency / convenience of the Department.
- (ii) **Liable to be posted anywhere:**

Employees are liable to be transferred under this policy in any office of circle, Divisional and Sub Divisional in any Zone or anywhere in the State, in public interest, on completion of prescribed tenure.
- (iii) **Computerization of relevant service record of employees:**

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him anywhere in the State.
- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department may rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however, the departments may further block or unblock the posts as per their assessment / requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.
- (v) **Tenure:**
  - (a) Every Clerk completing 3 years of stay/tenure in a particular office i.e. Sub Divisional/ Divisional / Circle) shall be compulsorily shifted to another office.
  - (b) Any Clerk who has completed 6 years of stay in different sub division under a single division cannot opt for his transfer within sub division of the same division. This option will not be available for him.

- (c) Any Clerk who has completed 9 years of stay in a particular division (including sub divisional offices / divisional office) cannot opt for his transfer within the same division. This option will not be available for him.
- (d) Any clerk who has completed 12 years of stay in a particular zone (including sub divisional offices/ divisional offices / circle office) cannot opt for his transfer within a zone. This option will not be available for him.

**5. Merit Criteria for allotment of post:**

- (a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weight age of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the employees of special categories as indicated below:-

- (A) **Age:** The first set of merit points will be the Age of the Government employee concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1.	Age (Present date i.e. (1st January of the year of consideration minus date of birth))	Eldest person shall be given maximum points	60	Age in number of days ÷ 365 (Maximum four decimal points only)

- (B) **Special Category :**

The second set of merit points will come from the **Special Category** enumerated hereinafter:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female employees.
2.	Special Category female employee	Widow / divorced/ separated / unmarried female employee more than 40 years of age / wife of serving Military personnel / Paramilitary personnel working outside the state.	10	All female of this category shall be given 10 marks only.
3.	Special Category male employee.	Widower who has not re-married and has one or more minor children and or unmarried daughter(s).	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks. Above 60% to 80% =15 Marks Above 80% =20 Marks.
		Locomotors/Ortho	20	
		Deaf & Dumb	20	
5.	Diseases "Debilitating Disorders" i.e. (a) currently suffering from cancer, or	Self	10	Valid Medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI

	(b) having undergone by-pass heart surgery; or (c) kidney transplant; or (d) Currently undergoing dialysis.			Chandigarh, Medical College of Haryana Government or a Medical Board so Constituted
6.	Diseases of "Debilitating Disorders"	Spouse / unmarried Children	10	Valid Medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical College of Haryana Government or a Medical Board so Constituted.
7.	Differently abled or mentally challenged children	Male/ Female employee having Mentally challenged or 100% differently abled child	10	Male/Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8.	Couple case	Only applicable to females	5	Employees' spouses working in any Department / board/ Corporation under any State Govt. or Govt. of India.

- (d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

#### 6. Procedure to be adopted:

- (i) Superintending Engineer Ambala (being unit incharge) shall seek preferences for choice of station in circle office / divisional office / sub divisional office in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) An employee who is due for superannuation within one year or less service as on date of eligibility shall not be made to participate in the transfer drive unless he so desires.
- (iv) Merit criteria for allotment of station will be as per Para 5 above.
- (v) All the transfers shall be implemented within seven days of their issuance if not ordered otherwise. The Treasury Officers concerned shall not draw the salary of the employees who have not complied with the orders.
- (vi) A Committee headed by the Deputy Commissioner and comprising of CMO and concerned Superintending Engineer, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal will be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such cases and send their recommendations to the Government which will be dealt under relaxation clause of the Transfer Policy.
- (vii) An employee aggrieved with the transfer order can represent to the department within 15 days of issuance of orders after joining at the new place of posting, on a grievance redressal forum provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.

- (viii) Online general transfer due to completion of prescribed tenure of three years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.
- (ix) In case of employees who exhaust their preferred choices, before posting them under 'Anywhere in the State' option, they department shall again seek their options against the remaining available posts at that point of time. Changes in the transfer software may be made accordingly so that they are not randomly posted too far away from their places of posting.

**7. Bar against canvassing:**

No employee shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

**8. Appointment by promotion /direct recruitment:-**

Employees taken in a cadre through direct recruitment / promotion / repatriation shall be posted in the zone as per the availability of posts.

**9. Opportunity of option to certain categories:**

The following categories of employees will not be transferred unless they desire to participate in the transfer drive:-

- (a) employees having 12 months or less in retirement on the date for next transfer drive;
- (b) unmarried female employees upon marriage;
- (c) Married female employees upon divorce; or
- (d) Widow or widower employees on the death of spouse;
- (e) After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive and at that time they shall be adjusted at any of their top three choices against available vacant posts.

**10. Posting in remote areas:**

Incentive for serving on the choice of Anywhere in the State; if an employee opts for 'anywhere in the state' and is thereafter posted in an office in Morni Hills Area or Nuh District against a vacancy for which no employee has opted, he will be paid remuneration @ 10% of the Basic Pay + D.A. during the period of said posting provided this, incentive shall not be admissible in case of transfer in home district Nuh and Panchkula.

**11. Clarification & Implementation:**

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative department in consultation with General Administration Department shall be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**12. No TA/DA will be given, if the transfer is done on the request of the employee himself by giving relaxation of the transfer policy and he is given a posting of his choice.**

**13. Power to relax:**

Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation, with No Clerks shall canvass for his case and bring any outside influence.

ALOK NIGAM,  
Additional Chief Secretary to Government,  
Haryana, Public Works (B&R) Department,  
Chandigarh.

**Annexure 'A'****List of Zones and offices i.e. circle, division and sub division under its jurisdiction**

<b>Sr. No.</b>	<b>Name of Circle / Zone</b>	<b>Name of Division</b>	<b>Name of Sub Division</b>
1.	Ambala Circle	Provincial Division No.1, PWD (B&R), Ambala Cantt.	Provincial Sub Division No.5, PWD (B&R), Ambala Cantt.
			Provincial Sub Division No.6, PWD (B&R), Ambala Cantt.
			Provincial Sub Division No.7, PWD (B&R) Ambala Cantt.
		Provincial Division No.2, PWD (B&R) Ambala Cantt.	Provincial Sub Division No.1, PWD (B&R) Ambala Cantt.
			Provincial Sub Division No.2, PWD (B&R) Ambala Cantt.
			Maintenance Sub Division, PWD B&R Br, Ambala Cantt.
		Provincial Division No.1, PWD (B&R), Kurukshetra	Provincial Sub Division No.1, PWD (B&R) Pehowa.
			Provincial Sub Division No.2, PWD (B&R) Pehowa at Kurukshetra.
			Provincial Sub Division No.3, PWD (B&R) Pipli.
		Provincial Division No.2, PWD (B&R), Kurukshetra	Provincial Sub Division No.1, PWD (B&R) Pipli.
			Provincial Sub Division No.2, PWD (B&R) Pipli.
			Provincial Sub Division, PWD (B&R) Ladwa.
		Land Acquisition Officer, PWD B&R Br, Ambala Cantt.	--
2.	Bhiwani Circle	Provincial Division, PWD (B&R) Bhiwani.	Provincial Sub Division No.1, PWD (B&R) Bhiwani.
			Provincial Sub Division No.2, PWD (B&R) Bhiwani.
			Provincial Sub Division, PWD (B&R) Tosham.
			Provincial Sub Division, PWD (B&R) Siwani.
		Provincial Division, PWD (B&R), Dadri	Provincial Sub Division No.1, PWD (B&R) Dadri
			Maintenance Sub Division, PWD (B&R) Dadri
		Land Acquisition Officer, PWD (B&R), Bhiwani	Provincial Sub Division, PWD (B&R) Loharu
3.	Chandigarh Circle	Provincial Division, PWD (B&R) Panchkula.	Provincial Sub Division No.1, PWD (B&R) Panchkula.
			Provincial Sub Division No.2, PWD (B&R) Panchkula.
			Provincial Sub Division No.9, PWD (B&R) Panchkula.
		Provincial Division, PWD (B&R), Naraginarh.	Provincial Sub Division, PWD (B&R) Shahzadpur.
			Provincial Sub Division No.1, PWD (B&R) Naraingarh.
			Provincial Sub Division, PWD (B&R) Sadharua.
		Construction Division, PWD (B&R) Panchkula.	Provincial Sub Division No.1, PWD (B&R) Chandigarh.
			Provincial Sub Division, PWD (B&R) Kalka.
			Provincial Sub Division No.6, PWD (B&R) Chandigarh.
		Provincial Division, PWD (B&R) Yamuna Nagar (Jagadhari).	Provincial Sub Division No.1, PWD (B&R) Yamuna Nagar.
			Provincial Sub Division No.2, PWD B&R Br, Yamuna Nagar.
			Provincial Sub Division, PWD (B&R) Chhachhrauli.

		Construction Division (NH), PWD (B&R) Panchkula.	Provincial Sub Division No.4 (NH), PWD (B&R) Ambala.
			Provincial Sub Division No.2 (NH), PWD (B&R) Panchkula.
			Construction Sub Division (NH), Yamuna Nagar.
4.	Gurugram Circle	Provincial Division No.1, PWD (B&R) Gurugram	Provincial Sub Division No.1, PWD (B&R) Gurugram.
			Provincial Sub Division No.1, PWD (B&R) Sohana.
			Provincial Sub Division No.1, Haryana Bhawan, Delhi
		Provincial Division No.2, PWD (B&R) Gurugram	Provincial Sub Division, PWD (B&R) Pataudi.
			Provincial Sub Division No.4, PWD (B&R) Gurugram.
		Provincial Division, PWD (B&R) Fatehabad.	Provincial Sub Division No.3, PWD (B&R) Faridabad.
			Provincial Sub Division No.2, PWD (B&R) Faridabad.
			Provincial Sub Division, PWD (B&R) Ballabhgarh.
		Provincial Division, PWD (B&R) Palwal	Provincial Sub Division, PWD (B&R) Palwal.
			Provincial Sub Division, PWD (B&R) Hodel.
			Provincial Sub Division, PWD B&R Br, Hathin.
		Provincial Division, PWD (B&R) Nuh.	Provincial Building Sub Division, PWD B(B&R) Nuh.
			Provincial Sub Division, PWD (B&R) Nuh.
			Provincial Sub Division, PWD (B&R) Punhana.
			Provincial Sub Division, PWD (B&R) Ferozpur-Zhirkha.
		Construction Division, PWD (B&R) Gurugram.	Construction Sub Division No.1, PWD (B&R) Gurugram.
			Construction Sub Division No.2, PWD (B&R) Gurugram.
		Land Acquisition Officer, PWD (B&R) Gurugram	--
5.	Hisar Circle	Provincial Division No.1, PWD (B&R) Hisar.	Provincial Sub Division No.3, PWD (B&R) Hisar.
			Provincial Sub Division No.4, PWD (B&R) Hisar.
			Provincial Sub Division, PWD (B&R) Adampur.
		Provincial Division, PWD (B&R) Fatehabad.	Provincial Sub Division, PWD (B&R) Tohana.
			Provincial Sub Division No.1, PWD (B&R), Fatehabad.
			Provincial Sub Division No.2, PWD (B&R) Fatehabad.
			Provincial Sub Division, PWD (B&R) Bhuna.
		Provincial Division No.1, PWD (B&R) Sirsa.	Provincial Sub Division No.3, PWD (B&R) Sirsa.
			Provincial Sub Division No.6, PWD (B&R) Sirsa.
			Provincial Sub Division, PWD (B&R) Dabwali.
		Provincial Division No.2, PWD (B&R), Sirsa.	Provincial Sub Division, PWD (B&R) Ellenabad.
			Provincial Sub Division No.1, PWD (B&R) Sirsa.
			Provincial Sub Division No.5, PWD B&R Br, Sirsa.
		Provincial Division No.3, PWD (B&R) Hisar.	Provincial Sub Division No.1, PWD (B&R) Agroha.
			Provincial Sub Division No.6, PWD (B&R) Hisar.
		Provincial Division, PWD (B&R) Hansi.	Provincial Sub Division No.1, PWD (B&R), Hansi.
			Provincial Sub Division, PWD (B&R) Barwala.
			Provincial Sub Division, PWD (B&R) Narnaund.
		Land Acquisition Officer, PWD B&R Br, Hisar.	--
6.	Jhajjar Circle	Provincial Division, PWD (B&R) Jhajjar.	Provincial Sub Division No.2, PWD (B&R) Jhajjar.
			Provincial Sub Division No.3, PWD (B&R) Jhajjar.
			Provincial Sub Division No.5, PWD (B&R) Jhajjar.



		Provincial Division, PWD (B&R) Bahadurgarh.	Provincial Sub Division No.2, PWD (B&R) Bahadurgarh.
			Provincial Sub Division No.1 (NH), PWD (B&R) Bahadurgarh.
7.	Kaithal Circle	Provincial Division, PWD (B&R), Jind.	Provincial Sub Division No.1, PWD (B&R) Jind.
			Provincial Sub Division No.2, PWD (B&R) Jind.
			Provincial Sub Division, PWD (B&R) Safidon.
		Provincial Division, PWD (B&R) Narwana.	Provincial Sub Division No.1, PWD (B&R) Narwana.
			Provincial Sub Division No.2, PWD (B&R) Narwana at Uchana
			Provincial Sub Division, PWD (B&R) Kalayat.
		Provincial Division No.1, PWD (B&R) Kaithal.	Provincial Sub Division No.1, PWD (B&R) Kaithal.
			Provincial Sub Division, PWD B&R Br, Pundri.
			Provincial Sub Division, PWD (B&R) Gulha.
		Provincial Division No.2, PWD (B&R) Kaithal.	Provincial Sub Division No.2, PWD (B&R) Kaithal.
			Provincial Sub Division No.3, PWD (B&R) Kaithal.
			Provincial Sub Division No.4, PWD (B&R) Kaithal.
8.	Karnal Circle	Provincial Division No.1, PWD (B&R) Karnal.	Maintenance Sub Division, PWD (B&R) Karnal.
			Provincial Sub Division No.5, PWD (B&R)
			Provincial Sub Division No.4, PWD (B&R) Karnal.
		Provincial Division No.2, PWD (B&R) Karnal.	Provincial Sub Division, PWD (B&R) Asandh
			Provincial Sub Division No.1, PWD (B&R) Karnal.
			Provincial Sub Division No.3, PWD (B&R) Karnal at Gharaunda.
		Provincial Division, PWD (B&R) Panipat.	Provincial Sub Division No.1, PWD (B&R) Panipat.
			Provincial Sub Division No.2, PWD (B&R), Panipat.
			Provincial Sub Division No.3, PWD (B&R) Panipat.
9.	Rewari Circle	Provincial Division, PWD (B&R) Rewari	Provincial Sub Division No.1, PWD (B&R) Rewari.
			Provincial Sub Division No.2, PWD (B&R) Rewari.
			Provincial Sub Division No.4, PWD (B&R) Rewari.
			Provincial Sub Division, PWD (B&R) Kosli.
		Provincial Division, PWD B&R Br, Narnaul	Provincial Sub Division No.1, PWD (B&R) Narnaul.
			Provincial Sub Division No.2, PWD (B&R) Narnaul.
			Provincial Sub Division, PWD (B&R) Mohindergarh
		ADB Division Rewari	Provincial Sub Division (NH), PWD (B&R) Rewari.
			Provincial Sub Division (NH), PWD B&R Br, Taoru.
10.	Rohtak Circle	Provincial Division No.1, PWD (B&R) Rohtak.	Provincial Sub Division No.2, PWD (B&R), Rohtak.
			Provincial Sub Division No.9, PWD (B&R) Rohtak.
			Provincial Sub Division, PWD (B&R) Meham.
		Provincial Division No.2, PWD (B&R), Rohtak.	Provincial Sub Division No.2, PWD (B&R) Meham.
			Provincial Sub Division No.1, PWD (B&R) Rohtak.
		Provincial Division No.4, PWD (B&R) Rohtak.	Provincial Sub Division No.7 PWD (B&R) Rohtak.
			Provincial Sub Division No.8 PWD (B&R) Rohtak.
		Provincial Division No.3 (NH), PWD (B&R) Rohtak.	Provincial Sub Division No.6(NH) PWD (B&R) Rohtak.
			Provincial Sub Division No.3(NH) PWD (B&R) Loharu.
11.	Sonepat Circle	Provincial Division No.1, PWD (B&R) Sonepat	Provincial Sub Division, PWD (B&R) Ganaur.
			Provincial Sub Division, PWD (B&R) Kharkhauda
			Provincial Sub Division, PWD (B&R) Gohana

		Provincial Division No. 2, PWD (B&R) Sonapat.	Provincial Sub Division No.1, PWD (B&R) Sonapat. Provincial Sub Division No.4, PWD (B&R) Sonapat. Provincial Sub Division, Motilal Nehru School Sports, Rai.
12.	N.H.Circle, Jind	Provincial Division No.3 (NH) PWD (B&R) Jind shifted at Bhiwani.	Construction Sub Division (NH), PWD (B&R) Pehowa at Kaithal. Construction Sub Division (NH), PWD (B&R) Charkhi Dadri. Provincial Sub Division No.3(NH), PWD (B&R) Bhiwani
		Provincial Division No.2 (NH) PWD (B&R) Hisar at Jind.	Provincial Sub Division No.2(NH), PWD (B&R) Hisar. Provincial Sub Division No.2(NH), PWD (B&R) Sirsa shifted at Karnal Provincial Sub Division No.8, PWD (B&R) Karnal (NH) at Jind.
13.	Research Labortary-cum-Quality Control, Hisar	--	Regional Research Laboratory Sub Division, Bhiwani.
		Deputy Director-cum-EE, Research Laboratory-cum-Quality Control Division, Hisar	Assistant Director Research Laboratory Hisar Quality Control Sub Division, Hisar Quality Control Sub Division, Jind
		Quality Control Division, Karnal	Quality Control Sub Division, Karnal Quality Control Sub Division, Ambala Quality Control Sub Division, Panchkula
		Quality Control Division, Faridabad	Quality Control Sub Division, Rohtak Quality Control Sub Division, Gurugram Quality Control Sub Division, Faridabad
14.	Horticulture Wing	Horticulture Division, Chandigarh	Horticulture Sub Division, Chandigarh under Horticulture Division, Chandigarh at Panchkula. Horticulture Sub Division, Ambala Horticulture Sub Division, Kaithal
		Horticulture Division, Gurugram	Horticulture Sub Division, Sonapat Horticulture Sub Division, Hisar Horticulture Sub Division, Faridabad.

- Note.—**
1. The Clerk who submits the option only for “anywhere in the State” will be eligible for incentive as mentioned at clause-10 of said policy. No incentive will be given if any Zone is opted by the Clerks.
  2. The Zones may increase or decrease in case of creation of new revenue district or abolition of any revenue district by the Government.